

MONROE COUNTY

JOB DESCRIPTION

Position Title: ASSISTANT COUNTY ENGINEER

Date: 08/03/03

Position Level: 13

FLSA Status: Exempt

Class Code:

GENERAL DESCRIPTION

Responsible for assisting the County Engineer with all functions of the Engineering Department including in-house design, inspection, construction management and surveying; supervising engineering staff and field operations; also serves as the County's Assistant Traffic Engineer and Assistant Stormwater Engineer.

KEY RESPONSIBILITIES

1. Assists with the operation of the engineering department, carrying out priorities, assignments, and overseeing work product. Oversees the work of engineering consultants.*
2. Assists with administrative functions, including budget preparation and management, purchase and payment approval, staff meetings, preparation of project status reports, reviewing and answering incoming correspondence, preparing letters to citizens, County Commissioners and other agencies.*
3. Represents Monroe County at various interagency meetings and attends County Commission Meetings as requested.*
4. Answers phone calls, email, and reviews and approves time sheets.*
5. Under direction and in coordination with the County Engineer, reviews, amends and approves contracts, engineering drawings, surveys, technical specifications for projects designed in-house, including roads, parks, buildings, etc.*
6. Assists with the preparation and implementation of the County's Capital Improvement Plan and Seven year Roadway/Bicycle Path Plan.*
7. Performs and oversees traffic studies involving safety hazards, traffic control devices, changes in speed limits, etc. Serves as the County's Assistant Traffic Engineer.*
8. Assists County Engineer in reviewing Stormwater Management plans and drainage calculations from the County Building Department associated with commercial development to ensure compliance with the County's Stormwater Management Ordinance and County Code. Serves as the County's Assistant Stormwater Engineer.
9. Under direction of the County Engineer, reviews and approves permit applications, signing and sealing associated engineering drawings to the FDOT, Corps of Engineers, Department of Environmental Protection, City and County Building Department, SFWMD, USFWS, etc.*
10. As the Assistant County Engineer, performs duties specified in the County Code section 9.5 - 26, and provides technical assistance to other County departments.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: ASSISTANT COUNTY ENGINEER	Class Code:	Position Level: 13
--	--------------------	---------------------------

KEY JOB REQUIREMENTS	
<i>Education:</i>	Bachelor's Degree required.
<i>Experience:</i>	7 to 10 years.
<i>Impact of Actions:</i>	Makes decisions and final recommendations which routinely effects multiple Divisions of Monroe County and/or the sourounding community in a demostratable way.
<i>Complexity:</i>	Highly Complex: Work is broad in scope covering one or more complicated areas. Policy, procedure, or precedent is typically created by this position. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems.
<i>Decision Making:</i>	Highly Complex: Supervision is present to review established departmental and/or Divisional objectives. Independent judgement is required to recommend departmental or Divisional objectives, evaluate new approaches to problem solving, and assesses changing or conditions.
<i>Communication with Others:</i>	Requires regular contacts with internal and external persons of importance and influence involving considerable tact, discession and persuasion in obtaining desired actions and managing relationships at a high level.
<i>Managerial Skills:</i>	Responsible for supervising multiple functions, with full responsibility for effective operation and results.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	On call 24 hours pending disasters.
<i>Other:</i>	Requires Fla. Driver's License and Florida Engineers License.

APPROVALS		
<i>Department Head:</i>		
Name: <u>N/A</u>	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: <u>David Koppel</u>	Signature: <u></u>	Date: <u>9-2-05</u>
<i>County Administrator:</i>		
Name: <u>Tom Willi</u>	Signature: <u></u>	Date: <u>9/2/05</u>

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____